

**Supplementary Examination Announcement**

**DATA PROCESSING ADMINISTRATIVE SPECIALIST - 11415**      Monthly Salary Range: \$2774 - \$3960

General duties: A Data Processing Administrative Specialist, as a member of the agency's information processing program, directs and coordinates a large multiple component information system, requiring a high level of skill and a thorough knowledge of the processes involved necessary for coordinating and controlling overall system production; performs coordinative functions for a large, complex information processing system operation program; serves as a lead worker to a staff of Technicians and Specialists performing complex computer system operation and/or production control, scheduling, and job analyst work; or, coordinates mainframe and micro-systems.

Desirable training and experience: Requires knowledge, skill and mental development equivalent to the completion of high school, supplemented by four years of previous related experience such as is typically gained at the Data Processing Specialist level; or, two years of college course work supplemented by three years of previous related experience; or any equivalent combination of training and experience.

Knowledges tested: Interpreting work procedures; Documenting work activity; Reasoning ability; Computer operations; Computer hardware & software, Computer Production Control and Work Assignment & Instruction.

Tests and weights: Automated multiple-choice test 100%.

**\*\*NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

Counties in which positions are established: Cook, Sangamon

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

**EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)**

Examinations may be cancelled without further notice as needs are met.

**FLEXIBLE SCHEDULE TESTING:**

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 12:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

**BY APPOINTMENT ONLY:**

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

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